SOAPS Staff

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Summer, Outreach and Advanced Professional Studies (SOAPS)

- Summer@Rensselaer
- Academic Outreach
- Advanced Professional Studies
Summer

The “S” in SOAPS stands for “Summer” and refers to all programs and initiatives serving Summer@Rensselaer audiences.

Summer audiences include—Rensselaer students engaged in summer instruction, youth in grades K-12 pursuing academic and athletic enrichment through day and residential camp activities, and adults engaged in summer professional development programs.
Summer

- Credit Courses/Opportunities for RPI Students
  - Monitoring of summer enrollment for fiscal viability
  - Approval of faculty supplemental pay
  - Approval of teaching and instructional assistants hired for summer courses
  - Develop and execute strategy for encouraging students to remain on campus during summer sessions
  - Market summer courses/opportunities
Summer

- **Non-Credit Enrichment Programs**
  - Apply for and maintain NYS health permit for youth programs campus wide
  - Provide registration, fee collection and other administrative support for youth programs
  - Solicit new programs from RPI faculty, graduate students and outside vendors
  - Monitor programs for quality control purposes
  - Market programs
  - Establish pricing and budget models for programs
  - Provide residential options/opportunities to youth in grades 9-12
  - Collect institutional overhead
Outreach

The “O” in SOAPS stands for “Outreach” and refers to programs offered to individuals outside of Rensselaer’s matriculated student body during the academic year. Given that many academic departments within Rensselaer employ and/or designate staff and/or faculty as outreach directors or coordinators, SOAPS involvement with outreach initiatives varies from program to program.
Outreach

- Budget Development
- Marketing and Promotion of Events
- Registration and Fee Collection Services
- Logistical Support
- Solicit new programs from RPI faculty, centers, graduate students and outside vendors
- Conduct annual survey of outreach activities
- Collect institutional overhead
Advanced Professional Studies

The “APS” in SOAPS stands for “Advanced Professional Studies” and refers to academic program offerings for working professional engaged in graduate degree or certificate programs (originating from Hartford or Troy).
Advanced Professional Studies

- Provide departmental training in blended learning delivery
  - Online/Informal
  - Formal/In Person
- Provide one-on-one instructional design assistance
What do you need to know?

- Outreach
  - Survey
  - Classification Form
### Programs and Community Engagement

<table>
<thead>
<tr>
<th>Department/School</th>
<th>Program Name</th>
<th>Primary Audience</th>
<th>Secondary Audience</th>
<th>Program Fee (if any)</th>
<th>Primary Funding Source</th>
<th>Additional Funding Source(s)</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample A</td>
<td>Mechanical Engineering Future Engineers Day</td>
<td>Grades 3-6</td>
<td>Parents of youth</td>
<td>$15/student</td>
<td>Program Fee</td>
<td>Department Budget, Corporate Sponsorship</td>
<td>2007-Present</td>
</tr>
<tr>
<td>Sample B</td>
<td>HASS Introduction to Chinese for Professionals</td>
<td>Adults</td>
<td>College Students/RPI Students</td>
<td>$35/participant</td>
<td>grant</td>
<td>Program Fee</td>
<td>2014</td>
</tr>
</tbody>
</table>

- What programs are you currently running?
- Who are the community members we are reaching with these programs?
- Can we/should we be involved?

[www.rpi.edu](http://www.rpi.edu)
### Outreach Program Classification Form

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>UNSURE/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a new program and/or the program has not previously been offered at Rensselaer.</td>
<td></td>
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<tr>
<td>This program has been offered at Rensselaer in the past.</td>
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<tr>
<td>If this program has been offered in the past it has a history of budget neutrality or revenue generation.</td>
<td></td>
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<tr>
<td>The audience for this program is primarily made up of individuals outside of Rensselaer’s matriculated student body.</td>
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<tr>
<td>Note: Answer &quot;no&quot; if some RPI students may attend and/or benefit the program, but you would not classify RPI students as the primary audience.</td>
<td></td>
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</tr>
<tr>
<td>The primary goal of this event is student recruitment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Answer &quot;no&quot; if student recruitment may be a benefit of this program, but you would consider it a secondary or tertiary benefit.</td>
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</tr>
<tr>
<td>This program/initiative is fully funded through a grant, departmental budget, or other internal or external funding that is already subject to institutional overhead.</td>
<td></td>
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</tr>
<tr>
<td>Note: You may be asked to submit supporting budgetary documentation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program participant will be expected to pay a fee to cover all or party of the cost of their participation in this program.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Who is the primary audience?**
- **What is the funding source?**
- **Are you currently paying overhead?**
- **Is the program making or losing money?**
- **Do you need help?**
What do you need to know?

- Summer (Non-Credit)
  - Supplemental Pay Policy and Procedure
    - Faculty receive 1/36 of their academic year salary for each week of instruction
  - SOAPS will contact business managers to begin the supplemental pay process for NON CREDIT programs
What do you need to know?

- Summer (Credit)
  - MORE INFORMATION COMING JANUARY 2015
Questions?